

Sample
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ABC Case
RECORD VOLUME BY CATEGORY
(1962 - MARCH 24, 1994)

DATE MARCH 9, 1994

DEPARTMENT NAME: RICHMOND GENERAL MANAGER

DEPARTMENT CODE: 01MFG101

COORDINATOR NAME: LYNN KING

TOTAL 24,981

MAN HOURS TWO (2)

EXPENSES (\$)

RECORD CATEGORY CODE AND TITLE	NUMBER OF PAPER DOCUMENTS (1 INCH = 100 DOCUMENTS)	ESTIMATED NUMBER OF COMPUTER AND MICROFILM DOCUMENTS
B0546 BUILDINGS AND GROUNDS	20	
C2567 CALENDARS/DIARIES/DAYTIMERS	40	
C1178 COMMUNICATIONS	0	
C1185 COMMUNITY RELATIONS	40	
C1190 CORRESPONDENCE	1,750	60
E0667 EMPLOYEE INVOLVEMENT	0	
E0668 EMPLOYEE RELATIONS	1,750	80
E0669 ENGINEERING	50	
E0674 ENVIRONMENTAL	150	
E0681 EQUIPMENT	300	
F0386 FINANCIAL	2,850	10
I0324 INFORMATION SERVICES	250	
L0379 LABOR RELATIONS	1,550	5
M1526 MARKETING	0	
M0650 MATERIALS	0	
M0656 MEETINGS	1,600	40
O0562 ORGANIZATIONAL CHARTS	75	4
P1154 PERSONNEL - GENERAL	800	
P2251 PERSONNEL FILES	1,500	
P1172 PLANNING	3,100	30
P2242 POLICIES AND PROCEDURES	1,750	15
P1173 PRESENTATIONS	2,400	25
TOTAL		

2054634193

Sample

EXPENSES (\$)

RECORD CATEGORY CODE AND TITLE	NUMBER OF PAPER DOCUMENTS (1 INCH = 100 DOCUMENTS)	ESTIMATED NUMBER OF COMPUTER AND MICROFILM DOCUMENTS
P1169 PROCESSING	400	5
P2243 PROCUREMENT/PURCHASING	200	2
P1171 PRODUCTION	2,150	20
P1188 PUBLICATIONS	0	
Q0210 QUALITY ASSURANCE	800	15
S0778 SAFETY ISSUES	350	
S0783 SECURITY	50	
S0781 SUMMARIES	0	
T0437 TRAINING AND DEVELOPMENT	450	10
T0439 TRAVEL/TRIPS/VISITORS	50	30
W0220 WAREHOUSE/STORAGE	200	5
TOTAL	24,625	356

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